

SUBJECT: Computer Access

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Computer Access

RESPONSIBLE PERSONS: Library Staff and Customers

POLICY

Computers in the library are available to access information needed for Mount Carmel Health System patient care services, hospital administrative and work-related goals.

1. The time limit for access is 30 minutes. Work related access takes precedence over other uses. **Please be courteous and observe the 30 minute time limit, especially if others are waiting to use the computers.**
2. If computers are unoccupied, associates may use them for appropriate personal use. This would include accessing email, doing educational research and/or for personal research. However, if other library customers are waiting to use the computers for Mount Carmel Health System business/work information, associates must relinquish that computer.
3. **All customers are to refrain from wasting the Library's paper and toner with excessive printing.**
4. Customers are expected to adhere to the Mount Carmel Internet Policy.
5. **Internet** access is monitored at all computers. Internet access and usage policies are in strict compliance with the Mount Carmel Information Resources Internet Policies.
6. No software or software updates/patches may be installed without first notifying IR in writing and receiving approval from IR.
7. All other information downloaded from the Internet will be governed by existing MCHS confidentiality policies.
8. The Library reserves the right to remove unauthorized software, files, etc. from their public terminals.

DEVELOPED BY: Library Staff

REVISED BY: Library Staff

REVIEWED BY: Stevo Roksandic, Director

APPROVAL FOR IMPLEMENTATION BY:

DATE: 8/7/07

Date: 3/01

7/16/07

7/16/07

Ann E. Scheele